

## CURRICULUM VITAE – GUDRUN KAISER

*Editing (various media incl. digital), proofreading, indexing, research, over-writing of educational material (most subjects from primary to tertiary), cookbooks, non-fiction and journals; writing (consumer and educational), translations (German to English)*

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### EMPLOYMENT HISTORY

#### June 2011 to present – Freelancer – South Africa and United Kingdom

- **South Africa**, electronic editing, incl. artwork commissioning, proofreading, indexing/glossaries – primary to tertiary Learner’s Books, Teacher’s Guides and Workbooks, and other material, for:
  - Pearson Education – rewriting of Natural Sciences & Technology Grade 4 material; Life Sciences Grade 8 digital material lesson presentations
  - IOP Publishing – (for Hodder UK) UK, Indonesia, Singapore, Caribbean Stages 1 to 6 English, Maths, Science, IT (senior stages)
  - Pearson Marang – Life Sciences, Agricultural Science
  - Pearson Africa – Malawi English, Zimbabwe Social Studies
  - Jonathan Ball Publishers – various cookbooks; Nursing Student Book
  - OUP, South Africa, Malawi, Lesotho – Sciences, Technology, Life Orientation
  - German to English translations for independent publishers.
- **United Kingdom:**
  - Elektra Media – GCSE Life Sciences electronic editing of Teacher’s Packs
  - Discovery Education – taxonomy spreadsheets (14 subjects as per curriculum specs); rewriting of children’s educational material
  - Collins Education – rewriting, editing, proofreading, indexing, artwork commissioning (GCSE and KS3 Mathematics, History, Sociology, Business Economics, Computer Technology and Geography; Primary reading and learning series).

#### October 2009 to June 2011 in-house freelancer – Collins Education, London, United Kingdom

Wide range of primary and secondary subjects (Pupil/Student Books and Teacher Packs), including English, Child Development, Sociology, Psychology, Mathematics Higher and Foundation level (AQA Modular, Edexcel Linear, Edexcel Modular), Biology, Human Biology, Science, ICT.

- Project management, editing, proofreading – dealing with authors and overwriting
- Index and glossary compilation
- Picture and digital research; guiding ‘work experience’ students
- Website material – editing, digital picture research and uploading of material
- Lesson plans, Worksheets, Technician sheets and Practical sheets.

#### March 2007 to October 2009 – Freelancer – United Kingdom

- Plan International (charity organisation), Woking, Surrey – Editing, rewriting and layout (in Word)
- Contract work (PA and retail) via Adecco and Office People Recruitment in Surrey
- Via internet for South African publishers Nasou Via Afrika, Pearson Education, Maskew Miller Longman – Editing, overwriting and proofreading Grades 10 to 12 – Economics and Life Sciences Learners’ Book and Teacher’s guides; indexing of Grades 10 to 12 – Physical Science, Economics and Life Sciences; indexing of College books – Marketing, Roads, Criminal Justice

### **August 1999 to March 2007 – Freelancer – South Africa**

Oxford University Press, Nasou Via Afrika, Pearson Education, Maskew Miller Longman; FairLady magazine, Woman's Value magazine, Eat-in magazine; SA Décor & Design – The Buyers' Guide:

- Editing, overwriting, research, fact-checking, author communication
- Proofreading
  - Indexing and glossary compilation
- Project Management – Review of manuscript/managing process to final product for educational publishers for South African curriculum, as well as various non-fiction works - including:
  - scheduling to meet deadlines, damage control planning, setting up of schedules and monitoring thereof, communicating with various departments, follow ups
  - control of artwork and photograph budgets for various books
  - commissioning and directing of artwork, including sourcing and booking of relevant freelancers and photography, obtaining permissions, processing invoices and other administrative duties
  - liaison with authors, production departments, editorial and studio personnel
  - allocation of workloads.
- Co-author of curriculum material for various textbooks – Environmental Studies Grades 2 and 3, and Hospitality Studies Grades 11 and 12
- Web editing (HTML) for Media24 (Food24.com) – categorising and uploading of 10 000 recipes plus photographs; Smartnews – updating of a daily business news website
- Conducting consumer surveys: creating questionnaires, set-up of tasting panels; collation, analysis and write-up of results for publications. Clients included various South African trade magazines and JSE listed companies such as Tiger Brands and Electrolux.
- Research and writing of consumer/educational articles and instructions
- Nutrition analysis
- Translations – German to English

### **February 1988 to June 1999 – FairLady magazine's Consumer Test House**

Admin Manager/Food Researcher; assigned to set up the FairLady Consumer Test House. Duties:

- researching and writing consumer and educational articles – recipient of the following awards:
  - Mondi Awards Winner – Reviews Category
  - SA Food Science and Technology (SAAFOST) Meritorious Award for Excellence in Journalism – Chilling Facts about the Cold Chain
  - Joint winner – Test House Team – Consumer Council Awards
- conducting, collating and write-up of surveys; occasional local and national radio interviews
- training of Stellenbosch University and Cape Technikon students during three-month internships
- nutrition analysis and recipe development and testing.
- Private work, done after-hours: catering, proofreading, indexing, German to English translations, recipe development, nutrition analysis.

### **November 1975 to July 1988**

- FairLady magazine, Cape Town: reception/switchboard → editorial assistant to features editor, managing editor and PR editor → office manager, accounts and PA to editor Dene Smuts/Liz Butler (Parker). Duties: diary management, events organisation, dealing with and writing correspondence; accounts and budget handling; facilities management and co-ordination.
- Secretarial/administrative positions in Durban, Johannesburg and Cape Town in a range of industries, including shipping, banking, insurance, quantity surveying, liquidation, refrigeration.

## **COMPUTER LITERACY**

- Microsoft – Word, Excel, Outlook, Express, Publisher, Explorer
- Adobe for editing markups and eBooks, Adobe PhotoShop, HTML, LaTeX

## **SELF-ASSESSMENT**

Excellent eye for detail, organisational skills, research, investigative and problem-solving abilities, commissioning, budgets, analytical, able to deal with people at all levels, fast learner, able to meet deadlines, handles pressure well, conscientious, sees tasks through to the end – goal-orientated.

## **MEMBERSHIPS**

- South African Freelance Association (SAFREA)
- South African Translators' Institute (SATI)
- Association of South African Indexers & Bibliographers (ASAIB)
- Professional Editors' Group (PEG) South Africa
- Sfep (now CIEP) United Kingdom

## **ADDITIONAL INFORMATION**

- Dual South African and German EU passport; South African/International driver's license
- Love of learning; keen cook and recipe developer; avid reader; gym, swimming, Pilates, nature

## **REFERENCES** (Others available on request)

Iolanda Steadman, IOPublishing owner: [iolivier@telkomsa.net](mailto:iolivier@telkomsa.net)

Fiona Baxter (educational author name Fiona Clitheroe): [logikal@global.co.za](mailto:logikal@global.co.za)

Ceri Prenter, MD, Jonathan Ball Publishers: [Ceri.Prenter@jonathanball.co.za](mailto:Ceri.Prenter@jonathanball.co.za)

Kathy Sutton: [ksutton@iafrica.com](mailto:ksutton@iafrica.com)

Katie Sergeant, Secondary Publishing Director, HarperCollins: [katie.sergeant@harpercollins.co.uk](mailto:katie.sergeant@harpercollins.co.uk)

Alexandra Riley, Senior Publisher, Pearson, UK